What are the hazards	Level of risk	Who might be harmed and how	What are you already doing	What further action is necessary	Action by who	Action when	Done
Scalds and burns	LOW	Toddlers, parents, volunteers,	•no adult is to allow hot drinks in the hall •Juice and snacks are only carried through to the hall on a wheeled trolley	None	any volunteer	In place	
Slip Hazard	LOW	All groups using the parish centre slipping on a wet floor due to spillages	•Any spills to be cleaned up immediately	•Wet floor sign displayed at the incident point	Any volunteer	with immediate effect	